

# MISSISSIPPI AIR NATIONAL GUARD

## MILITARY POSITION ANNOUNCEMENT

### Air Active Guard/Reserve (AGR)

(Statewide)

**OPENING DATE:** 17 September 2014  
**CLOSING DATE:** 1 October 2014

**ANNOUNCEMENT NO:** 14-0901  
**POSITION TITLE:** Support Services Specialist

**MINIMUM GRADE:** TSgt/E6                      **MAXIMUM GRADE:** MSgt/E7  
**LOCATION OF POSITION:** MS ANG HQs Det 1, Meridian, MS  
**MILITARY ASSIGNMENT REQUIREMENT:** Enlisted  
**REQUIRED AFSC:** 3D0X1

#### **GENERAL:**

This position is located in an Air National Guard (ANG) Component Numbered Air Force (cNAF), Air Operations Group (AOG), Air Communications Squadron (ACOMS) and Air Supports Squadron (ASUS). The primary purpose of the position is to provide Information Management (IM) support to the Group. Incumbent coordinates with State HQ, National Guard Bureau (NGB), overseas Major Commands (MAJCOMs), and out-of-country organizations.

#### **DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)

Serves as the Group Orderly Room Manager, functioning as senior advisor to the Group Executive Officer for all orderly room and information management unit support functions. Initiates workday reports and manages orders publications procedures. This includes preparing, tracking, publishing, and distributing civilian and military travel orders, annual training orders, special training orders, and other orders to include special authorizations. Directs and provides administrative training in Air National Guard automated order systems for all Unit Orders Clerks. Incumbent is responsible for the accuracy and content of the individual computerized personnel records system for all assigned Air Operations Group personnel. Serves as unit web master. Utilizing counsel and guidance from the Public Affairs, Legal Office, and Communications-Computer offices, incumbent plans, implements, maintains, and establishes local policy on the base/group external and internal World Wide Web Telecommunications Home Pages. Manages transfer of information internal and external to the base/group to include manual and electronic telecommunications. Implements policy and monitors usage of mail systems at servicing units. This includes training and validating users for official mail to include the Base Information Transfer System (BITS), US Mail, Defense Messaging System (DMS), and E-Mail. Performs other duties as assigned.

**APPLICATION INSTRUCTIONS:** All applications must be submitted to Military Department, State of Mississippi, ATTN: JFH-MS-HRM, P O Box 5027, Jackson, MS 39296-5027, if using United States Postal Service (USPS).

If ground delivery is used (UPS or FEDEX), submit to Military Department, State of Mississippi, ATTN: JFH-MS-HRM, 1410 Riverside Drive, Jackson, MS 39202-1237.

Applications must be received by the Human Resources Office no later than 1630 hours on closing date. Government postage paid envelopes or facsimile machines will not be used to submit applications.

Applicants must submit the following forms:

1. NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, signed and dated.

2. Copy of the most recent AF Form 422, Physical Profile Serial Report. Also submit an AF Form 469, Duty Limiting Condition Report, if currently on a temporary physical profile.
3. ANG Fitness Assessment Results.
4. RIP - Report Individual Personnel.

NOTE: Point of contact for additional information is CMSgt Miller, commercial (601) 313-6195 or DSN 293-6195. Individuals who do not meet the minimum qualifications will not be considered.

**SUPPLEMENTAL PREREQUISITES:**

1. Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Must have physical exam approved by State Air Surgeon prior to entry into the AGR program.
2. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program.
3. Military grade will not exceed the maximum military duty grade authorized on the UMDG for the position.
4. Eligibility/Mandatory requirements for this AFSC are located in the current Air Force Enlisted Classification Directory (AFECD).

**EQUAL OPPORTUNITY:** The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status.